

## **#25-34 Data Specialist II** ***HARP HPS, Full Time, Oahu***

The Data Specialist II is responsible for providing technical support services to Catholic Charities Hawai'i (CCH) programs that utilize client management system(s). This includes the initial requirements gathering to adopt new client management system, deployment, creation of reporting / program output, and ongoing support. The Data Specialist II must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** Bachelor's degree and two (2) years IT experience (report building, CMS management, etc.) An Associate's degree (4) years IT experience may be substituted for an Bachelor's degree. Minimum two (2) years of experience with the Smartsheet platform.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** TB Clearance, HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

**COMPENSATION:** \$44,195.91 – \$51,470.37

**DEADLINE TO APPLY: March 21, 2025**

*Catholic Charities is an Equal Employment Opportunity Employer*  
*For more information about this and other positions, check out our website at*  
<https://www.catholiccharitieshawaii.org/careers/>